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KEYS ACADEMIES TRUST

JACK HUNT ACADEMY

POLICY – Careers and Education Policy

VERSION – 2.0

YEAR – 2026

Reviewed by – SLT

Approved by – Headteacher

Date of next review – October 2027

Introduction

High-quality careers education and guidance are critical to young people's futures. They prepare students for the workplace by developing their understanding of the world of work and the routes into engaging and rewarding careers. They also help students develop the self-development and career management skills needed to progress into employment. This enables students to make informed choices, improve their opportunities and contribute to a productive and successful economy.

We are committed to working towards the eight Gatsby Benchmarks:

- 1. A stable careers programme
- 2. Learning from career and labour market information
- 3. Addressing the needs of each young person
- 4. Linking curriculum learning to careers
- 5. Encounters with employers and employees
- 6. Experiences of workplaces
- 7. Encounters with further and higher education
- 8. Personal guidance

Policy statement

Students access careers education and guidance through a planned programme of lessons and activities within the Personal Development Education (PDE) curriculum and tutor time.

All students in Years 8 and 9 receive a one-hour timetabled PDE lesson each week. Students in Years 10 and 11 receive a one-hour lesson each fortnight. Where possible, specialist teachers deliver these lessons. The programme promotes equality of opportunity through impartial education and guidance, taking account of local and national developments. Full details for each year group are available in the PDE section of the academy website.

Careers programme for Years 7 to 9

Year	Autumn term	Spring term	Summer term
7	Classwork on dreams and aspirations which may include an introduction to the National Careers Service website and research task.	—	—
8	—	—	Introduction to careers education and guidance, followed by a research project. Introduction to Unifrog careers software.

9	Personal finance Post-14 planning: discussion of data, reports, the options process and subject choices. Use Unifrog to investigate personal skills, qualities, and personalised subject/career choices. Tutor support for post-14 options	Subject options assembly Parents' options event Key Stage 4 options: meeting deadlines and obtaining all required signatures.	—

Careers programme for Years 10 and 11

Year	Autumn term	Spring term	Summer term
10	Careers fair Unifrog careers software Work experience planning Employment rights and personal finance	Applying for job and interview skills	Two-week work experience and debrief.
11	Post-16 applications: guidance on the process, forecast data and deadlines Personal statement writing and CV writing Independent careers interviews Post-16 information evening, including Jack Hunt Academy and other local providers Careers fair	Support with post-16 applications to ensure all deadlines are met Independent careers interviews Post-16 application deadline	—

Careers programme for Year 12

Autumn term

- Careers presentations from alumni and relevant industry links.
- Anglia Ruskin University (ARU) monthly drop-ins offering careers information, advice and guidance (IAG).
- Work experience opportunities through TEC.
- National Literacy Trust opportunities – Thorpe School.
- Applications for HE programmes such as HE+, STEM Smart.
- Visit to a University Open day.

- Careers survey to identify potential career and university pathways.
- Sports Leaders.
- Careers Fair

Spring term

- Careers presentations from alumni and relevant industry links.
- Anglia Ruskin University (ARU) monthly drop-ins offering careers information, advice and guidance (IAG).
- Work experience opportunities through TEC.
- National Literacy Trust opportunities – Thorpe School.
- HE+, STEM Smart and Target Oxbridge.
- Use of Unifrog resources – identifying careers and universities.
- Developing a CV with Unifrog.
- Sports Leaders.

Summer term

- Careers presentations from alumni and relevant industry links.
- Anglia Ruskin University (ARU) monthly drop-ins offering careers information, advice and guidance (IAG).
- Work experience opportunities through TEC.
- National Literacy Trust opportunities – Thorpe School.
- HE+, STEM Smart and Target Oxbridge.
- Introduction to UCAS – University of Lincoln.
- What does a UCAS personal statement look like?
- ARU medical school tour.
- Oxbridge students visit colleges.
- Meeting to identify students interested in medicine and Oxbridge applications.
- Workshop with professionals on the apprenticeship application process.
- Filling in the UCAS form.
- University open day.
- Students applying to Oxbridge begin preparing their UCAS personal statements.
- Sports Leaders events.

Careers programme for Year 13

Autumn term

- Core employability and transferable skills taught through the Period 1 programme.
- Anglia Ruskin University (ARU) monthly drop-ins offering careers information, advice and guidance (IAG).
- Work experience opportunities through TEC.
- National Literacy Trust opportunities – Thorpe School.
- UCAS applications: assemblies and tutor time dedicated to preparing a personal statement and a strong application.
- Meeting on the skills required for medicine and Oxbridge applications.
- Student meeting using resources from The Peterborough School.
- Meeting with an Oxford University student about applying to Oxbridge.
- Alumni talk for students interested in medicine.
- Interview support from The Peterborough School for students applying to medicine.
- Oxbridge interview support from external contacts.
- Use of Unifrog to support the UCAS application process.

Spring term

- Core employability and transferable skills taught through the Period 1 programme.
- Anglia Ruskin University (ARU) monthly drop-ins offering careers information, advice and guidance (IAG).
- Work experience opportunities through TEC.
- National Literacy Trust opportunities – Thorpe School.
- Industry-led interviews – Debbie Longhurst
- Student finance session led by the University Representatives.
- Assemblies explaining UCAS Extra and Clearing.

Summer term

- Core employability and transferable skills taught through the Period 1 programme.
- Anglia Ruskin University (ARU) monthly drop-ins offering careers information, advice and guidance (IAG).
- Work experience opportunities through TEC.
- National Literacy Trust opportunities – Thorpe School.

Sixth form

In the sixth form, Jack Hunt Academy prioritises goal setting and forward planning. Students can meet external speakers, virtually or in person, from apprenticeship providers, higher education institutions, and workplaces. Anglia Ruskin University and the University of Lincoln support the academy in providing higher education information and guidance.

Our local Enterprise Adviser also supports students' careers education. Through Unifrog, students can access virtual work experience and higher education opportunities tailored to their interests.

The academy has strong links with local organisations, where many students undertake face-to-face work experience. We organise alumni visits to discuss specific careers and university visits for Years 12 and 13 during the summer and autumn terms. Students are encouraged and supported to research their options and make informed decisions about their futures.

Transition from Key Stage 3 to Key Stage 4

Each subject area produces a page in the Post-14 Options Booklet outlining its content and the careers and progression pathways it can support. 'New' subjects present to students in an assembly.

Year 10 work experience

All Year 10 students take part in a two-week work experience placement during the summer term. We partner with The Employability Partnership to help every student secure a suitable placement that offers a realistic experience of the workplace. Students also have the opportunity to arrange their own placements.

Independent careers adviser

Between October and May, an external independent careers adviser provides a one-to-one careers interview for every Year 11 student. The adviser attends parents' evenings for Years 9 to 12 (where students and parents can receive independent advice about post-16 and post-18 choices and destinations) and GCSE Results Day (for Year 11).

External partners

Jack Hunt Academy is part of the Peterborough-wide Destination Network, hosted by Peterborough City Council's Targeted Youth Support Service. The network provides ongoing support and updates on post-16 destinations, including support for students at risk of becoming not in education, employment or training (NEET).

External partners support the PDE curriculum, careers fairs and presentations from alumni, higher education institutions, further education colleges and apprenticeship providers. Further details are available in the PDE Curriculum pages.

Monitoring evaluation and quality assurance

We review our provision through:

- Termly completion of the Compass Plus careers audit and benchmarking tool
- Peer review conducted with other local secondary schools, SLT and regional Enterprise Coordinator.

- Meetings involving the Careers Leader, PDE Curriculum Area Leader, Head of Sixth Form and the senior leadership team (SLT) link.
- Annual review of the PDE curriculum to support careers guidance.
- A whole-school review of each subject area's contribution to careers education.
- Close monitoring of post-16 applications and the application process, with improvements where needed.
- Monitoring and sharing data on students who are NEET at post-16 and post-18.
- Review of our information, advice and guidance (IAG) with our external careers and education consultant.
- Annual training for personal tutors.
- Participation in Peterborough-wide destination meetings for secondary schools.
- Review of the programme against the Gatsby Benchmarks to identify improvements.

Compass audit feedback from summer 2026

The figures below are retained from the original audit document. They describe the position in summer 2024 and are not presented as current results.

Gatsby Benchmark	Jack Hunt Academy	National comparison
1. A stable careers programme	77%	69%
2. Learning from career and labour market information	100%	85%
3. Addressing the needs of each young person	100%	62%
4. Linking curriculum learning to careers	94%	82%
5. Encounters with employers and employees	100%	87%
6. Experiences of workplaces	89%	74%
7. Encounters with further and higher education	100%	60%
8. Personal guidance	100%	77%